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28 May 1965

MEMORANDUM FOR: Director Training  
THROUGH : Executive Officer  
SUBJECT : Weekly Activities Report #7, ISB/TR  
13 - 28 May 1965

1. Audio Aids Section

25X1A

a. Production of the [REDACTED] portion of the Audio Film has been completed. At the request of [REDACTED]

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[REDACTED] all the film production equipment and supplies have been moved to storage on the base, in order that the Office of Communications can immediately take over the facilities which have heretofore been used as the sound stage.

b. Members of the Film Crew will be in the Broyhill Building on Tuesday, 1 June 1965, to formulate plans for completing production of the film at the second location.

25X1A

c. [REDACTED] has resumed writing on the script "Why do We Talk."

2. Visual Aids Section

ISB/Film Production

a. Four full color illustrations were prepared during this period for use in animation sequences in the current Audio-Surveillance film.

Language Training

25X1A

a. A chart was prepared for [REDACTED] to be used for beginning Japanese. The chart is entitled, "Location Nominals."

Education Specialist

a. Eight Vu-graph slides were prepared for [REDACTED] on the subject of Training Aids Materials and Techniques.

25X1A

Intelligence School

a. One Vu-graph slide was prepared for [REDACTED] showing CIA components and their functions. The same transparency was used as a master for handout copies.

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DOCUMENT NO.  
NO CHANGE IN CLASS. [ ]

[ ] DECLASSIFIED

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Operations School

a. One Vu-graph slide was made for [REDACTED] to be used as a building guide - Langley, ground floor.

25X1A

b. The sixteen page flip chart on Surveillance for [REDACTED] was completed and 2x2 transparencies in color were produced from the same material.

25X1A

25X1A

c. Hand lettering of ledger and general accounting forms are being prepared for [REDACTED] to be used in controlling Educational Aid Funds.

d. 17 cards with lettering were prepared for photography and 2x2 slides made from the same material, also for [REDACTED]

25X1A

Miscellaneous

a. Signs, name-plates and other tasks were completed for all OTR components, amounting to approximately 15 speaker signs, 55 student signs and 10 miscellaneous signs.

b. VAS also installed a serial map of D.C. under glass on the wall of Room 401.

c. The following items were prepared on a time available basis for other components:

25X1A

(1). One Vu-graph slide on building security for Mr. Robert [REDACTED], Office of Security.

(2). One alteration on a tennis poster originally made by OTR/VAS for Employee Activity Association, Office of Personnel.

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[REDACTED]  
Chief, Instructional Services Branch

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